



Educational Technology Center

Office (LIB 202) Hours: Mon-Fri: 7 am – 4 pm
PHONE: 836-5778

ETC Equipment (LIB 003): Mon-Fri: 7:30 am - 5 pm
Phone: 836-6834, 836-5350

EQUIPMENT REQUEST FORM for MSU-Registered Student Groups and Organizations

Registered organizations and groups at MSU may request equipment from Educational Technology Center (ETC) by completing this form and having it signed by the registered faculty/staff advisor for that organization (Check with the Office of Student Life and Development (PSU 101). In addition, both the undersigned and the organization must read and agree to the following:

- The requesting group or organization is responsible for the pick-up and return of the equipment, to and from the ETC equipment area in Meyer Library room 003 during normal business hours.
- Assistance with the operation of equipment is limited to the ETC delivery office or by phone during normal business hours.
- All equipment must be returned on time. Failure to promptly return equipment will result in a late FINE and loss of check out privileges.
- Staff/faculty representative will be contacted to verify order.
- Groups or organizations will be billed at current replacement cost for any equipment lost or stolen, as well as for any repairs required on returned equipment, other than those caused by normal wear.*
- All equipment is on an as available basis.
- Groups and organizations may not reserve equipment more than one week prior to requested usage.

****Failure to return equipment or pay replacement cost will result in the encumbrance of the group or organizations student and or the undersigned staff/faculty representative Bursar accounts.***

Equipment Needed: _____

Organization: _____

Students Name Printed: _____

Phone: _____ University ID #: _____

Date & Time of Pick-up: _____

Date & Time of Return: _____

I have read and agree to the above terms & conditions:

Students Signature: _____

Authorized Faculty/Staff Advisor (Print Name): _____

Authorized Faculty/Staff Advisor Signature: _____